



NED University

**Journal of Research**

An International Journal

# **Author Guidelines and Publishing Ethics**

## **Guidelines to Authors**

The NED University Journal of Research policy describes the principles for all publications. This document elaborates the requirements for submission of manuscript for the Journal. Please submit your manuscript as a **MS Word** file through [Researcher's Web](#).

### **1.1 General**

The manuscript must report and original and unpublished work. It must be based on significant factual records and be significant in the findings. The suitability of a manuscript for publication will be evaluated by the reviewers who will provide justification for publication.

The manuscript should be clean without showing changes, corrections or deleted material marked on the manuscript. It is the responsibility of authors to check symbols, abbreviations, units and technical terms for accuracy, consistency and legibility.

**Footnote and endnotes are not permitted.** All the necessary information should be incorporated within the text of the paper. Gender specific words (such as he, she, etc) should be avoided. Use of the third person is encouraged. Both SI and US Customary units should be used throughout the paper including figures and tables. Provide the conversion factors for the units used in the table or figure under the table or figure if space prevents use of secondary units in the same table or figure. Please refer to the [Sample Manuscript](#). The Journal reserves the right to safeguard its style and technical quality. Failure of authors to meet the manuscript submission requirements as given below may cause a delay in publication. There are no page charges for publication in the NED University Journal of Research.

### **1.2 Manuscript Eligibility Criteria**

A manuscript submitted to the NED University Journal of Research implies that it is an original and unpublished work and that it is not under consideration for publication elsewhere. The Editorial Board considers a work not eligible for publication if most of the contents of the paper are under consideration for publication in a journal, conference proceedings or book chapter. Abstracts or extended abstracts submitted to conferences do not constitute prior publication. Extended abstracts do not include tables and figures and are normally under 2000 words.

### **1.3 Formatting of Manuscript**

The manuscript should be typewritten, double-spaced, single column on one side only of 8.5 × 11 in. (215 × 280 mm) paper with at least 1 in. (25.4 mm) margins. The reference and abstract must also be double spaced. Font style should be either times new roman or courier and the font size should be 12 pt. Hand written manuscript will not be accepted for review. Each page should be numbered beginning with the title page to facilitate review.

**Length** – the maximum number of words and word equivalents for a technical paper should normally be limited to 10,000 words. Although most topics can be covered within these limitations the Editor may waive these restrictions to encourage articles on topics that cannot be treated within these limitations. The authors must clearly provide a

justification for longer manuscripts. As a typical guide a half-page figure or table [6 x 4 in. (150 × 100 mm)] should be counted as 250 words.

**Language** – papers must be clearly and concisely written in good English. The spellings should be UK spellings.

**Equations** – all equations should be typed clearly. Make sure that all characters and subscripts & superscripts are legible, distinguishable and clearly placed. Each equation should be identified by numbers in square brackets sequentially and placed flush with the left margin. An abbreviation of the word ‘equation’ must be used in the text in capital e.g. Eq. (1). A letter or symbol should be used only for one entity and be consistently used throughout the paper. Each variable must be defined either in the text or list of symbols. List of symbols is placed after the reference list. This section should also be typed double-spaced. Capital letters are placed before lowercase letters and Greek alphabets follow Roman alphabets.

**References** - References to published literature should be listed in the Vancouver (author-number) style at the end of the paper. They should reflect current state-of-technology and cited in the following style.

**Journal:**

- [1] Alsayed HS, Alhozaimy MA. Ductility of Concrete Beams Reinforced with FRP Bars and Steel Fibers. *J Compos Mater* 1999;33(19):1792-1806.

**Proceedings:**

- [2] Al-Salloum AY, Alsayed HS, Almusallam HT, Amjad AM. Some Design Considerations for Concrete Beams Reinforced by GFRP Bars. In: Saadatmanesh H, and Ehsani RM, Editors. *Proceeding of First International Conference on Composites in Infrastructure*. Tucson, Arizona: 1996. p. 318-331.

**Book:**

- [3] Neville MA. *Properties of concrete*. England: Longman Scientific & Technical, England, 1981. p. 529-565.

**Website:**

- [4] ConFibreCrete. Development of Guidelines for the Design of Concrete Structures, Reinforced, Prestressed or Strengthened with Advanced Composites, 2000 (updated 17 May 2000; accessed on 25 April 2005). Available from <http://www.shef.ac.uk/~tmrnet>

**Thesis:**

- [5] Lodi SH. Reinforced Concrete Slab Elements Under Bending and Twisting Moments. PhD thesis. Heriot-Watt University, Edinburgh, 1997.

**Tables** – all tables should be in the portrait format. Each table should have a title and a number in Arabic numerals. The tables must be cited in the main text and capitalized in bold letters e.g. **Table 1**. The tables should be grouped together sequentially after the list of references in the order as they are cited in the text. The minimum text size for the tables is 8 point.

**Figures and Illustrations** – all figures should be in the portrait format. Recommended size of a figure is 4 x 5 in. (100 x 125 mm). The figures must be clear so as to be visible after reduction of size to suit the available Journal space. Each figure should have a title and a number in Arabic numerals. The figures must be cited in the main text and capitalized in bold letters e.g. **Fig. 1**. Figures should be grouped together sequentially at the end of the manuscript in the order as they are cited in the text.

**A manuscript that does not meet the above formatting requirements cannot be processed for review.**

#### **1.4 Sections of Manuscript**

A typical manuscript may consist of different sections. The suggested order of these sections and their requirements is given below.

**Title:** A maximum of 100 characters, including spaces between words, are allowed. The title should be bold and in capital letters.

**Authors' Names and Affiliations:** The line under the title of the article contains the full name of each author. The footnotes at the bottom of the first page of the manuscript should contain author's present title, current affiliation, telephone and fax number, email and complete mailing address. Clearly indicate the corresponding author who will handle correspondence at all stages of refereeing and publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**

**Abstract:** Provide a self-contained abstract of 150-200 words outlining in a single paragraph the aims, scope and conclusions of the paper. **It should not cite references, figure or tables.**

**Keywords:** Provide maximum 10 keywords immediately following the abstract. Avoid words such as 'and', 'of' and/or abbreviations. Only firmly established abbreviations may be included.

**Organisation of Text Body:** The body of the main text may consists of following sections:

- i) Introduction**
- ii) Background**
- iii) Experimental Procedure and Testing**
- iv) Theoretical Procedure and Testing**
- v) Discussion on Results**
- vi) Conclusions and Recommendations**

**Acknowledgment:** The author(s) can acknowledge any advisory or financial assistance and support. This section should be written in the third person and should be kept concise.

#### **1.5 Manuscript Submission Requirements**

Manuscripts that comply with the above stated Guidelines to Authors can be submitted to the Editor of the Journal for review. The submission is made electronically through [Researcher's Web](#) which is a manuscript management system to speed up the review and decision process. The manuscripts must be submitted in **MS word** format by the corresponding author and must include a cover letter. The cover letter must state preferred subject category of the paper and complete contact details of the corresponding

author. A sample of [cover letter](#) can be downloaded from the Journal website [www.neduet.edu.pk/NED-Journal](http://www.neduet.edu.pk/NED-Journal).

The Transfer of Copyright Agreement must be signed and submitted to the Editor of the Journal before the manuscript is processed for publication. The form is available on the Journal website at [www.neduet.edu.pk/NED-Journal](http://www.neduet.edu.pk/NED-Journal). Normally all authors will sign the same form. However, signatures from different authors can be provided separately and can be typed and confirmed via email.

## **2. Editorial Procedure**

### **2.1 Acknowledgement of Manuscript Receipt**

The Editor acknowledges the receipt of a manuscript by email within three working days. The manuscript is given a unique ID. The Editor forwards the manuscript to Associate Editor who reads and examines the manuscript for conformity to the Guidelines to Authors. The Editor may return the manuscript back for correction if it does not meet the criteria stipulated in the Guidelines to Authors. The Editor corresponds only with the corresponding author of a manuscript. If at any stage there is a change in the corresponding author this should be brought to the information of the Editor in writing.

### **2.2 Review Process**

The Editor contacts three reviewers to obtain their consent for the review of the manuscript. These reviewers are selected on the basis of their knowledge and experience in the subjected area included in the manuscript. They are provided with the title and abstract of the manuscript. The reviewers are finally approved by the Editorial Advisory Board of the Journal. The reviewers are invited in confidence to give their assessment and recommendations on the suitability of the manuscript and provide comments for the author(s) and Editor. The identity of author(s) is not disclosed to the reviewer and the manuscript is reviewed blindly by the reviewers. Similarly, the identity of the reviewers is also not disclosed to the authors without written permission form the reviewer. The review process usually takes eight to twelve weeks. However in circumstances beyond the control of the Editor this time could be extended. The outcome of this round of review may be “Accept”, “Minor Revision”, “Major Revision” or “Rejection”. Two positive reviews are required to finally accept the paper. However the final decision regarding the manuscript acceptance or rejection lies with the Editor of the Journal. The Editor will notify author(s) of the outcome of the peer-review process through e-mail. The Editor will also notify the author(s) of the date for the submission of final copy of a manuscript.

### **2.3 Re-review**

For a manuscript that receives a re-review decision the Editor makes a final decision of “accept” or “decline” on the basis of a review of the revised version. This final decision will depend on how well the reviewer’s comments were addressed. The manuscript is returned to the author for further revisions if the Editor thinks that the author(s) did not provide enough revisions to satisfy the Editor/reviewers.

If the revised manuscript contains new material that is erroneous or if it is of unacceptable quality then the manuscript may be declined. A manuscript that has been

declined may not be resubmitted to the Journal unless it has been substantially revised and is treated as a new submission. The author(s) may also choose not to revise the manuscript and may notify the Editor to remove it from further consideration in the Journal. If a revised manuscript is not submitted for re-review within 365 days from the date when the decision letter was sent to the corresponding author the manuscript will be considered withdrawn from the journal.

#### **2.4 Similarity Check**

All submitted manuscripts are analysed through Turnitin to determine their similarity index for plagiarism detection. A manuscript with high similarity index is returned back to the authors for revision. This also includes text recycling or self-plagiarism. Any duplication from authors' own publication must be clearly reported in compliance with copyright requirements. Any offense of plagiarism from a third party source is resulted in the immediate rejection of paper at any stage of publication.

#### **2.5 Complaint Procedure**

A complaint regarding any aspect of the publication policy of NED University Journal of Research can be made in writing to the Editor of the Journal. The complaint is reviewed by the Editor and is acknowledged. Further details may be asked by the Editor, if required. All complaints are taken seriously and are investigated. Necessary action is taken after the investigation and the result/decision is communicated by the Editor.

### **3. Publication Procedure**

The accepted manuscript is checked by the Editorial Office to ensure that the manuscript is in conformity with the Guidelines to Authors. The office also ensures that all necessary paperwork is complete. Any problematic areas are addressed in consultation with the corresponding author. The manuscript is then forwarded to a professional copy editor to ensure that the final printed article is consistent with the Journal style.

#### **3.1 Agreement of Copyright Transfer**

All authors must sign the Agreement of Copyright Transfer before the article can be published. This transfer agreement enables the NED University Journal of Research to protect the copyrighted material for the authors. However it does not abandon the authors' proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute the article in any form including translations. Authors are responsible for obtaining permission from the copyright holder to reproduce any figures for which copyright exists.

#### **3.2 PDF Proofs**

One set of page proofs in pdf format and a reprint order form are sent by e-mail to the corresponding author. These proofs must be checked carefully for typesetting/editing. The corrections should be returned to the Editor within stipulated time. No changes in (or additions to) the accepted (and subsequently edited) manuscript will be allowed at this stage. Proofreading is solely the author's responsibility. Any queries should be answered in full. Please correct factual errors only, or errors introduced by typesetting. Please note

that once your paper has been proofed it will be published exactly as it appears in the electronic file.

### **3.3 Author Benefits**

Publication in the NED University Journal of Research is free of charge. The corresponding author will be provided with ten offprints and a paper copy of the Journal for each author. Corresponding authors will be given the choice to buy extra copies before printing of the article. Alternatively, the author(s) may choose to receive an electronic version of their published article.

### **3.4 Digital Preservation**

NED University Journal of Research maintains an in-house facility to store a complete and accurate digital version of all published papers and issues of the journal in pdf format standard. The storage is provided on multiple servers. Limited numbers of paper copies are also archived by the publisher. In addition, full text versions of all the published articles are available with the independent third party archives worldwide such as INSPEC®, ProQuest, EBSCO, British Library, Library of Congress, etc.

## **4. Publication Ethics and Malpractice Statement**

NED University Journal of Research is committed to promote the highest ethical publication practices and quality of articles. The editors, authors and reviewers are expected to respect and follow the publication ethics as set out by the Committee on Publication Ethics (COPE). The Journal seriously treats all cases of ethical misconduct. The authors, reviewers and editors are expected to read and follow the guidelines provided therein. These guidelines are based on Code of Conduct and Best-Practice Guidelines for Journal Editors provided by COPE.

### **4.1 Responsibilities of Editors**

The following are the responsibilities of Editors

1. Editors shall check each manuscript for its suitability for the Journal.
2. Editors shall have the full authority of taking an appropriate decision about an article but shall do so on merit.
3. Editors shall select reviewers according to their expertise in their particular area of work.
4. Editors shall ensure that both the Reviewers and the Authors remain anonymous to each other and shall use a blind review process.
5. Editors shall disclose any conflict of interest immediately to Editor-in-Chief who shall take necessary measures for the review of article. This procedure also applies to papers submitted by Editors as (co)authors.
6. Editors must not use unpublished information submitted by the authors in their own research.
7. Editors shall report all matters of ethical complaints concerning a submitted article to Editor-in-Chief.



## **4.2 Responsibilities of Authors**

The following are the responsibilities of Authors

1. Authors shall ensure that the manuscript does not contain grammar and spelling mistakes, and has been read and corrected for clarity by an English native speaker. This applies particularly to those Authors whose first language is not English.
2. Authors will ensure that the submitted work is original and is not plagiarised, and that it does not contain plagiarised contents. All forms of plagiarism are considered as unethical publishing behaviour by the Journal.
3. Authors will ensure that the work and findings of others that are used in their article have been appropriately acknowledged.
4. Authors will ensure that the data presented in the article is real and authentic, and does not contain any fraudulent data. Fraudulent data or deliberate inaccurate statements constitute unethical behaviour and are unacceptable by the Journal.
5. Authors will ensure anonymity of persons, processes, data and other details is kept unless they have obtained permissions. This includes both the textual citations and images.
6. Authors shall ensure that review articles are also be objective and comprehensive, and provide comprehensive accounts of state of the art.
7. Submission of the same article simultaneously in more than one journal is not allowed.
8. Corresponding author shall ensure that consent of all co-authors has been obtained.
9. The authors shall indemnify the Journal against any claims arising from their study/article.

## **4.3 Responsibilities of Reviewers**

The following are the responsibilities of Reviewers

1. Reviewers shall evaluate the accuracy of the article in terms of technical accurateness and shall be objective in their judgment.
2. Reviewers shall point out relevant literature which is not yet cited by the authors.
3. Reviewers shall treat all manuscripts received for review as confidential documents.
4. Reviewers shall notify the Editor immediately if they feel unqualified to review the article or are unable to finish the review in time.
5. Reviewers shall disclose any conflict of interest to the Editor and shall excuse themselves from the review process.
6. Reviewers shall not use any idea or information presented in an article that they review for their personal advantage.
7. Reviewers shall conduct review of an article objectively. All observations shall be supported with logical arguments and suggestions so that the authors could use them for improving the paper.